


Fairfax County, Virginia Procedural Memorandum No. 08-05.01	
To: Department Heads and Administrative Staff	Implemented: November 18, 1996 Amended: December 19, 2017
Initiated by: Department of Cable and Consumer Services	Approved by County Executive: (Signed) 
Subject: ADDENDUM TO REGULATIONS FOR PUBLIC USE OF FACILITIES AND GROUNDS OF THE FAIRFAX COUNTY GOVERNMENT CENTER COMPLEX	

WHEREAS it is a policy of the Fairfax County Board of Supervisors to encourage use of the common areas of the Fairfax County Government Center Complex ("Complex"), as defined in § I of Procedural Memorandum No. 08-05, by Fairfax County non-profit organizations and individual citizens of Fairfax County for civic, cultural, educational, religious, recreational, and similar activities of a non-profit nature so as not to interfere with County government functions or conflict with official activities of the Board of Supervisors, Board-appointed Boards, Commissions, and Authorities, and County agencies; and

WHEREAS it is a policy of the Fairfax County Board of Supervisors to make the parks and sidewalks within the Fairfax County Government Center Complex available to the public for peaceful assembly, subject to reasonable time, place, and manner regulations intended to promote public safety and avoid conflicting uses; and

WHEREAS it is necessary to clarify Procedural Memorandum No. 08-05 to set out the reasonable time, place, and manner regulations governing the use of the parks and sidewalks surrounding the Fairfax County Government Center Complex; therefore:

1. All regulations in this addendum supersede any conflicting regulations in Procedural Memorandum No. 08-05.
2. Section V(M) is deleted from Procedural Memorandum No. 08-05 in its entirety.
3. This addendum applies to the following locations within the Fairfax County Government Center Complex:
 - a. The Center Island Mall in front of the Government Center Building; and
 - b. The Ellipse, lawns, and trails at the side and rear of the Government Center Building; and
 - c. The sidewalks, patios, and lawns surrounding the Herrity and Pennino Buildings.
 - d. This PM 08-05.01 does not apply to events sponsored by Celebrate Fairfax, Inc. which has a standing reservation for the Complex twice annually.
4. Sections II(C)(3), III, and IV of Procedural Memorandum No. 08-05 do not apply to the use of the areas described in § 3 above.
5. Any group in excess of 25 people seeking to use the areas described in § 3 above must complete an application form for a Facilities Use Permit to reserve space in accordance

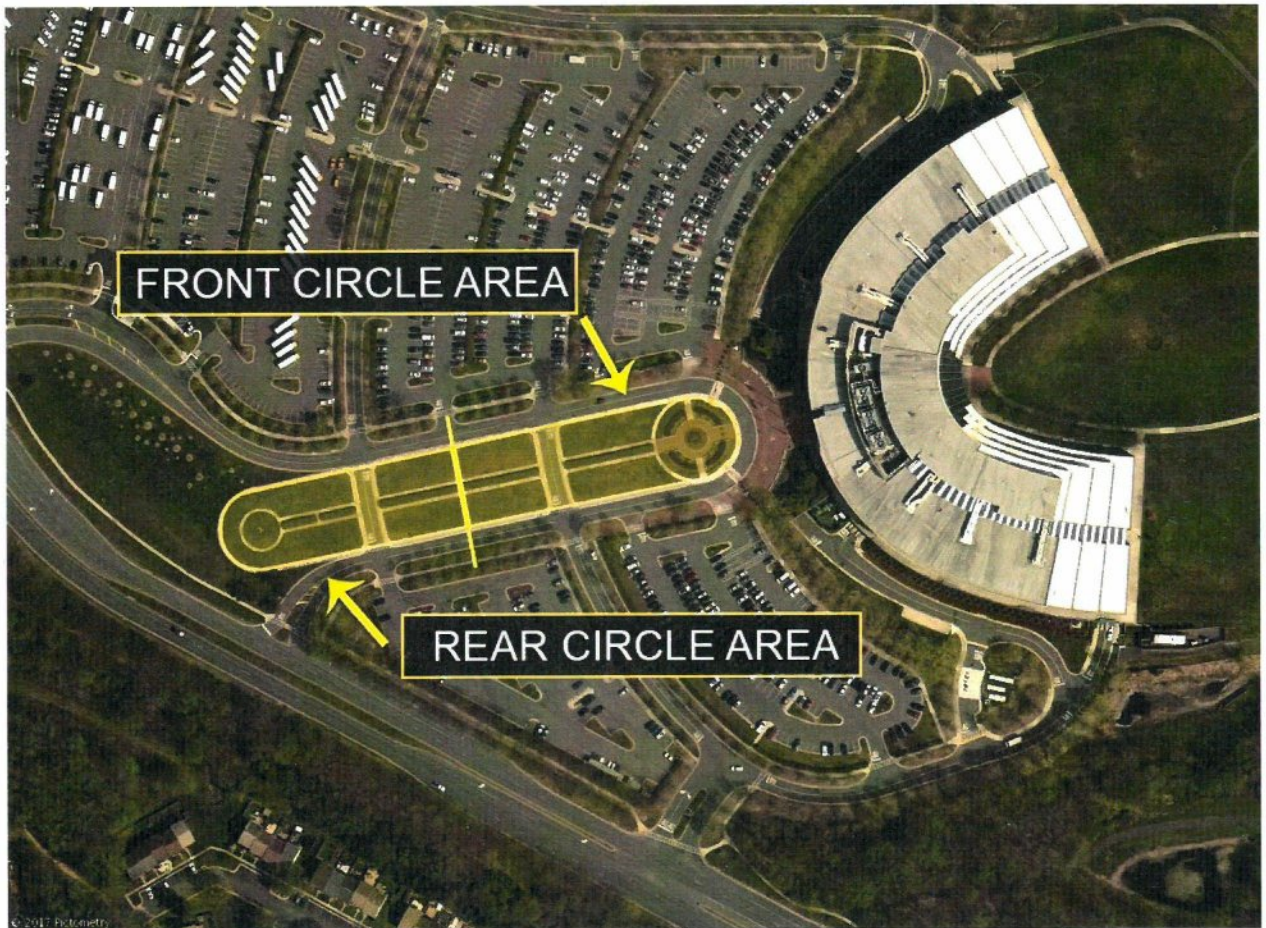
- with and agree to comply with all rules and regulations set forth in this Procedural Memorandum and Procedural Memorandum No. 08-05 except as limited by § 1 above.
6. Any failure to comply with this Procedural Memorandum or Procedural Memorandum No. 08-05 or the commission of any criminal act while on the Complex will result in the revocation of any issued Facilities Use Permit, removal from the Complex, and any other remedies.
 7. Groups of 25 or fewer people may, but are not required to, apply for a Facilities Use Permit. In the event, however, that any such group of 25 or less does not have a permit, they may be required to move to accommodate a group that has obtained such a permit.
 8. Completed Facilities Use Permit applications will be processed in the order in which they are received and will be issued within 48 hours of receipt if the requested space is available and the application meets all the requirements and conditions of Procedural Memorandum No. 08-05 and this addendum.
 9. If the requested space is unavailable or the application fails to meet all the requirements and conditions of Procedural Memorandum No. 08-05 or this addendum, the denial of the facilities use permit will be communicated to the requestor within 48 hours of receipt of the application form.
 10. An issued Facilities Use Permits will authorize use of the reservable space by a group of no larger than the maximum occupancy of the reserved space.
 11. Each reservable space will accommodate only one reservation at a time regardless of the size of the reservation.
 12. Every event greater than 25 people must identify a contact person who will be present at the event.
 13. Impeding either vehicular or pedestrian access to an office building is not permitted.
 14. Any signage must be accessory to the event.
 - a. No sign or banner may be installed until a site plan specifically locating each pole or stake has been approved by the Facilities Management Department
 - b. No sign may block the line of sight of vehicles using the roadways at the Government Center Complex.
 - c. No sign may block the line of sight of the County's permanent signage at the Government Center Complex.
 - d. No sign may be posted on the grounds of the Government Center Complex before the day of the activity to which this addendum applies, and must be removed within one day after the conclusion of the activity.
 15. The following items are prohibited:
 - a. Any bat, shield, pole, brick, stone, rock, piece of asphalt or concrete, knife, hatchet, ax, slingshot, blackjack, metal knuckles, mace, metal buckle, chain, crowbar, hammer, club, bludgeon, or other such item.
 - b. Any glass container.
 - c. Any stick or stick holding a placard or sign.
 - d. Any flammable device or open flame.
 16. All trash must be removed following any use.
 17. Noise that is plainly audible and discernible within an office building is not permitted during regular business hours.
 18. The location of any item requiring installation such as any staking, tent, pole, or vehicle must be identified on a site plan approved by the Facilities Management Department.

- 19.** Any permitted event may last a maximum of one day, to be scheduled during the available times.

20. These locations within the Government Center Complex are regulated as follows:

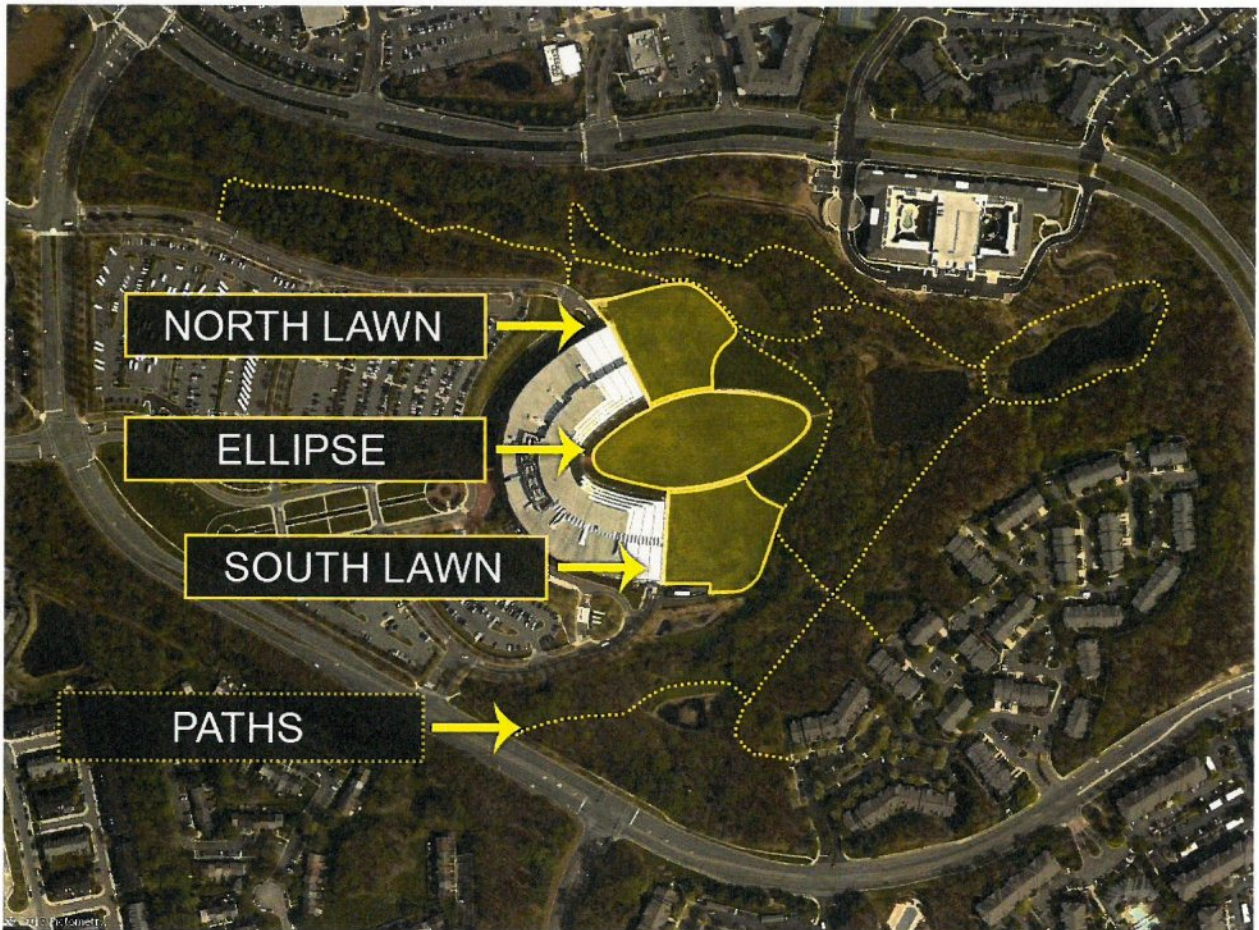
a. Government Center Island Mall:

- i. Permitted Uses: Public Forum Uses, Community Events, and Passive Recreation
- ii. Availability: Monday – Friday 7:30 AM – 10 PM; Saturday 7:30 AM – 5:00 PM
- iii. Reservable Spaces and Maximum Capacity:
 1. Front Circle Area: 750 people
 2. Rear Circle Area: 750 people
- iv. Locator Map:



b. The Ellipse, Lawns, and Trails

- i. Permitted Uses: Active Recreation, Community Events, Fundraising Activities, and Passive Recreation
- ii. Availability: Monday-Friday 7:30 AM – 10 PM; Saturday 7:30 AM – 5 PM
- iii. Reservable Spaces and Maximum Capacity:
 1. Ellipse: 600 people
 2. Lawn Area, North: 100 people
 3. Lawn Area, South: 100 people
 4. Trails: 1,000 people
- iv. Other Regulations:
 1. No activities are allowed in the ponds, streams, or stormwater management areas.
- v. Locator Map:



c. Sidewalks, Patios, and Lawns Surrounding the Herrity and Pennino Buildings

- i. Permitted Uses: Public Forum Uses, Community Events, and Passive Recreation.
- ii. Availability: Monday – Friday 7:30 AM – 10 PM; Saturday 7:30 AM – 5:00 PM
- iii. Reservable Spaces and Capacity:
 1. Herrity Plaza: 150 people
 2. Pennino Park: 500 people
- iv. Locator Map:

